Lesson 5:

Roles & Responsibilities

Lesson Objectives

After completing this lesson you will be able to:

- Describe your roles and responsibilities under NSPS and how they compare to your roles and responsibilities today.
- Explain the reasons for this change and how the change will benefit you and your organization.
- Consider how these changes will impact the way you work.
- List the steps you will take to manage your time effectively.

Manager/Supervisor Role

1. Work in small groups.
2. Study the Leadership Contributing Factor and the Performance Indicator for Supervisors, which is in your Participant Guide.
3. Consider the question in the column to the right.
4. Discuss your answer with your group.
5. Share your group discussion with the class.

How is being a leader different from being a supervisor?

Manager/Supervisor & Leader

Supervisor

- Directs processes
- Asks how and when
- Focuses on bottom line
- Does things right
- Maintains order

Leader

- Inspires people
- Asks what and why
- Focuses on horizon
- Does the right thing
- Initiates change

Supervisor/Employee Responsibilities

1. Work in small groups.
2. Study the list of supervisor and employee responsibilities, which is in your Participant Guides.
3. Consider the questions in the column to the right.
4. Discuss your answers with your group.
5. Share your group discussion with the class.

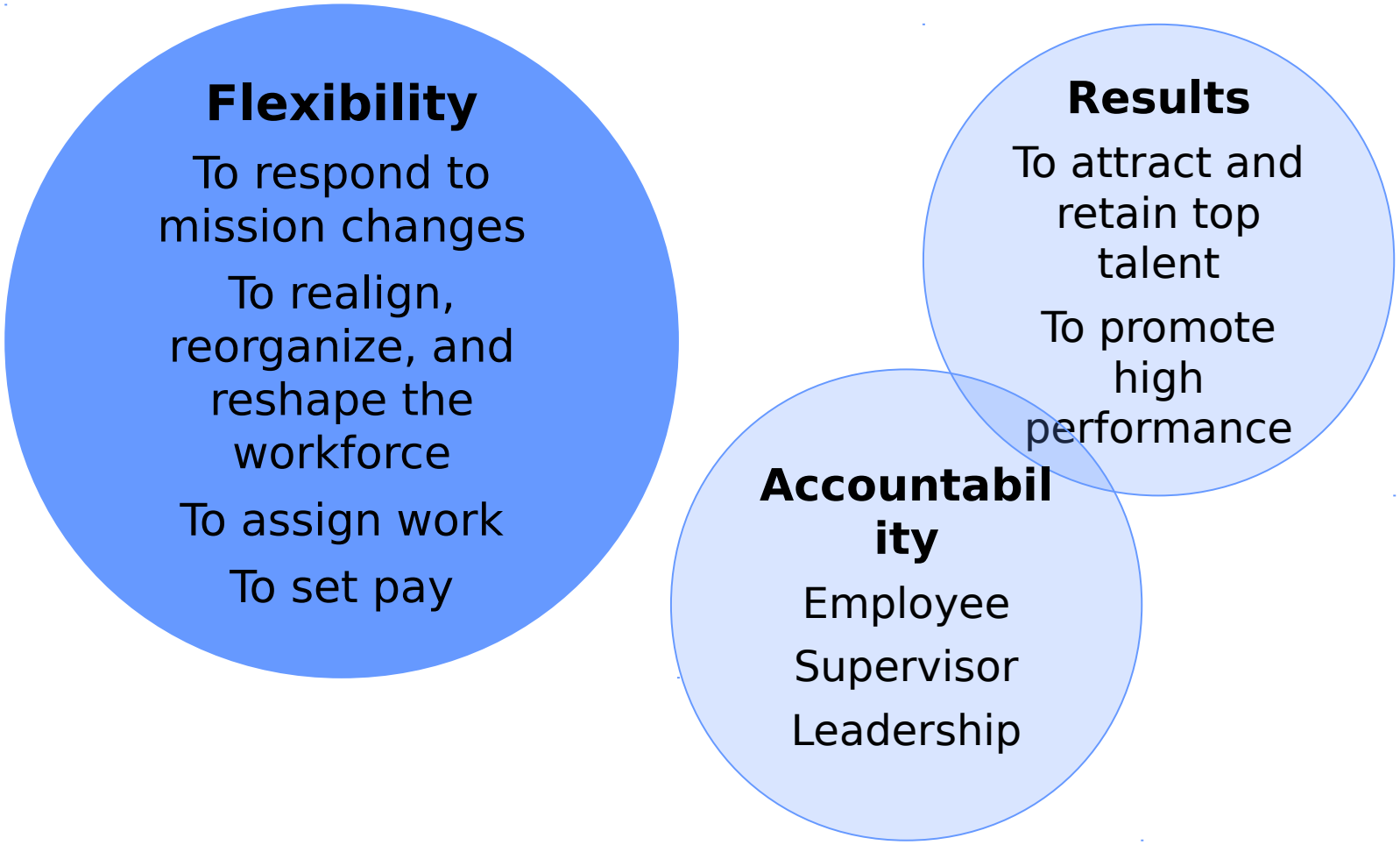
QUESTION 1

How do supervisor responsibilities change under NSPS?

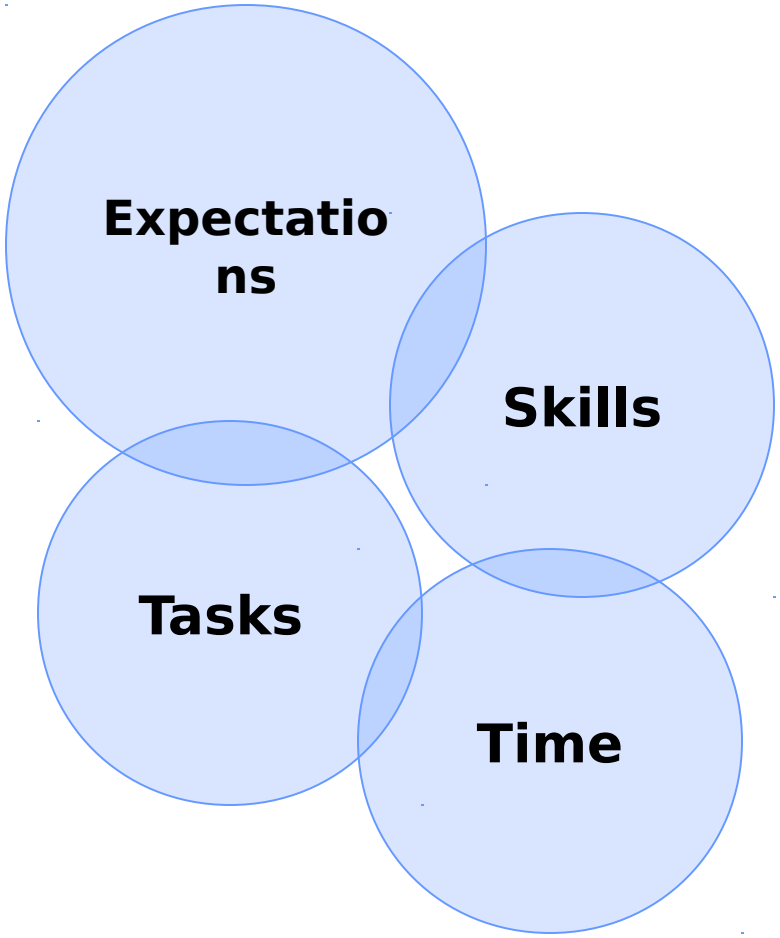
QUESTION 2

How do employee responsibilities change?

Why This Change?



What Does This Mean For Me?



- How will you change the way you work?
- What tasks will you delegate?
- What skills will you develop?
- How will you negotiate this with your supervisor?
- When will you start?

Lesson Review

- New roles and responsibilities under NSPS facilitate greater flexibility, increased accountability, and superior results.
- Many supervisors will need to change the way they work in order to ensure their continued success under NSPS.
- For employees, a key to success under NSPS is full participation in the performance management process.
- For supervisors, a key to success under NSPS is being an effective leader.

Questions